



EXECUTIVE OFFICE OF THE PRESIDENT  
OFFICE OF ADMINISTRATION  
WASHINGTON, D.C. 20503

October 26, 1999

Office of Management and Budget  
Mr. Brian Gillis  
725 17th Street NW  
Washington, DC 20503

Dear Mr. Gillis: *Brian*

Attached is the FY2000 renewal for your agency's share in the ongoing maintenance cost for the CABNET Network.

All executive branch agencies have previously agreed to fund the CABNET network through Fiscal Year 2002. Each agency will continue to be billed for their share of these reimbursable services at the beginning of each fiscal year, although it is understood that funding is subject to the availability of appropriations.

The costs of the network are shared by the nineteen agencies subscribing as Cabinet agencies. Calculations for this year were based on the cost of system administration (\$52,276) borne by the Office of Administration, Executive Office of the President. Your agency's share will be \$2,751, which is a 32% reduction from the amount billed during FY99.

Please supply updated accounting information for your agency by November 10, 1999 so we can OPAC the funds. Debbie Pow is your point of contact for additional information, requesting a copy of prior year agreements, or notification of any changes. Debbie can be reached at: 202/395-6412, (fax) 202/395-7239 and/or email: [dpow@oa.eop.gov](mailto:dpow@oa.eop.gov).

Sincerely,

*D.E. Cleal* *Debbie*

Dorothy E. Cleal  
Associate Director  
Information Systems and Technology

FY 1998 MEMORANDUM OF AGREEMENT BETWEEN THE  
OFFICE OF ADMINISTRATION  
AND THE MEMBERS OF THE PRESIDENT'S MANAGEMENT COUNCIL  
REGARDING "CABNET" ACCESS

I.        SUBJECT

This document sets forth the responsibilities of the parties and provides for the obligation of funds for support of the Cabinet Affairs network, a network established by the White House Office of Cabinet. This network, known as "CABNET", delivers an electronic communications network incorporating additional features which link together the participating agencies. CABNET is operated by the Office of Administration (OA) in its role of providing information technology and administration support services for the Office of Cabinet Affairs.

The primary mission of CABNET is to provide a common reporting environment for agencies and the Cabinet Affairs office. Various reports from agencies are sent to Cabinet Affairs via the secure electronic mail component of CABNET. Event schedules and updates to Central Data are sent via replication of shared Lotus Notes databases. Cabinet Affairs offers to agencies a "Hot Issues" database that may also be replicated to agencies interested in this information.

The participating agencies in CABNET and the signatories to this agreement, are set forth in Appendix A along with the fee-for-service cost breakdowns.

CABNET seeks to achieve these goals as outlined below in the Statement of Work.

II.       STATEMENT OF WORK

A. Under this agreement, OA will provide the following CABNET services:

1. Electronic Mail. Allows the agencies to send weekly reports and other electronic mail to Cabinet Affairs in a secure environment.
2. WHO Address Book. Provides a directory of all CABNET users for electronic mail addressing and for network administration.
3. Cabinet Affairs Event Scheduling. Allows agencies to enter Cabinet and Sub-Cabinet officials' weekly schedules and automatically replicate this information to Cabinet Affairs.
4. Cabinet Affairs Central Data. Provides data on agency cabinet officials required for entering events in the Event Scheduling database. Also provides data on Congress and intergovernmental officials.

5. "Hot Issues" database. Provides agencies with information on hot issues compiled by Cabinet Affairs.

B. In addition, OA will provide the following operations and support services:

1. Operate a "help desk" to respond to requests from the technical staff of the subscriber agency with respect to CABNET software, hardware and communications.
2. Maintain all CABNET central systems and applications software.
3. Procure the central servers with appropriate storage and backup hardware.
4. Procure, or modify and develop, software necessary to provide adequate security, support and performance of CABNET applications.
5. Provide adequate training programs to ensure familiarity of the subscriber agency's technical support staff with all features resident on its version of CABNET.
6. Provide the necessary management, training facilities, office and storage space for any contractors assisting in this effort.

### III. RESPONSIBILITIES OF CABINET AFFAIRS

A. Cabinet Affairs will be responsible for the following operations and support relating to the CABNET system:

1. Identification and documentation of any new system requirements as they pertain to the goals and objectives of the overall mission.
2. Obtain a consensus from subscribing agencies on the prioritization of new user requirements.
3. Coordination of new user requirements with OA to ensure adherence to the EOP Information Technology Architecture, and to ensure the correct development and implementation sequencing of new user requirements.

### IV. RESPONSIBILITIES OF SUBSCRIBERS

A. Subscribing agencies will be responsible for the following operations and support relating to their equipment and users:

1. Procuring, at their own expense, any requisite agency equipment and software, including modems, file servers (if necessary), phone lines.
2. Installing software applications on the agency users' desktops and training agency user on the software applications.

3. Implementing and ensuring communications connections to CABNET and promptly notifying OA of any applications or systems communications problems.

4. Ensuring that security measures are developed and followed at their agency, (this includes providing users with instructions on maintaining their user-ids and passwords), and notifying OA promptly of changes regarding user-ids, such as deletions or additions of authorized users.

5. Adhering to the replication schedule (negotiated individually with each agency's technical staff) for copying the databases to and from the central CABNET server.

6. Designating a point-of-contact person(s) who will be responsible for all liaison functions necessary to coordinate with the EOP on any issues pertaining to existing or new CABNET services.

V. PERIOD OF AGREEMENT AND TREATMENT OF FUNDS

This Agreement permits expenditures and sub-obligation of funds by contract or purchase order for purposes set forth in the Statement of Work. Any unobligated funds in FY 1998 will be refunded on a pro-rata basis to all participating agencies that are subscribing to CABNET.

VI. ESTIMATED ITEMS OF EXPENDITURE

The funds made available to OA pursuant to this Agreement shall be expended for the purposes set forth in the Statement of Work.

VII. MODIFICATION

This Agreement may be modified by the agreement of the signatories.

VIII. AUTHORITY

This Agreement is made pursuant to the provisions of the Economy Act (31 U.S.C. §1535 and §1536), and Executive Order No. 12028, as amended.

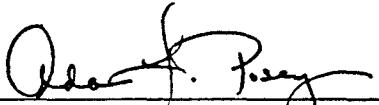
IX. OBLIGATION OF FUNDS

Funds will be transferred to OA from each party to this agreement in either of the two manners outlined in the instructions entitled "Payment Transfer Information" on the signature page below:

X. AUTHORIZED OFFICIALS

This Agreement is entered into by the OA Director, as witnessed below, and by the undersigned authorized official on behalf of the subscribing agency, as witnessed in the attached signatory page.

OFFICE OF ADMINISTRATION

A handwritten signature in cursive script, appearing to read "Ada L. Posey", written over a horizontal line.

ADA L. POSEY, DIRECTOR  
OFFICE OF ADMINISTRATION

4/8/98  
DATE

SIGNATORY PAGE:

MEMORANDUM OF UNDERSTANDING

REGARDING CABNET ACCESS FOR CABINET AFFAIRS

[SUBSCRIBING AGENCY]

OMB

[TITLE]

4/20/98

DATE

\$8,940.00

Agency's Share

PAYMENT TRANSFER INFORMATION

- 1) OA prefers to receive transfer of funds through the government's On Line Payment and Collection System (OPAC), for those agencies on OPAC. The Office of Administration's ALC Number is 11-01-0005. Further funding and accounting information required from subscribing agencies is set forth below:

Agency Location Code:

11030001

Appropriation Code:

1180300

Index Code:

F160A

Agreement #:

Finance Contact:

Brian Gills

Phone Number:

395-4858

Object Class:

- 2) Otherwise agencies are to send a check made out to US Treasury to the Financial Management Division, Office of Administration, 725 17<sup>th</sup> Street, NW, Washington, DC 20503 attention Rachel Neimeier.

APPENDIX A

CABINET AFFAIRS AGENCIES (FY 98)

Dept of Agriculture  
Dept of Commerce  
Dept of Defense  
Dept of Education  
Dept of Energy  
Dept of Health and Human Services  
Dept of Housing and Urban Dev  
Dept of the Interior  
Dept of Justice  
Dept of Transportation  
Dept of Treasury  
Dept of Veteran's Affairs  
Environmental Protection Agency  
General Services Admin  
Office of Personnel Mgmt  
Social Security Admin  
US Information Agency  
White House Office  
Office of Nat'l Drug Control Policy  
Office of Mgmt and Budget

CURRENT ANTICIPATED COSTS

Contract labor	\$ 175,235.00
Administrative Contract Fee	3,505.00
	<hr/>
	\$ 178,740.00

Divided equally by all participating agencies

\$ 8,937.00

Sent to OA  
4/13/99  
3

SIGNATORY PAGE:

MEMORANDUM OF UNDERSTANDING

REGARDING CABNET ACCESS FOR CABINET AFFAIRS

[SUBSCRIBING AGENCY]

OMB  
[TITLE]

4/13/99  
DATE

PAYMENT TRANSFER INFORMATION

- 1) OA prefers to receive transfer of funds through the government's On Line Payment and Collection System (OPAC), for those agencies on OPAC. The Office of Administration's ALC Number is 11-01-0005. Further funding and accounting information required from subscribing agencies is set forth below:

Agency Location Code:	<u>11030001</u>
Appropriation Code:	<u>1190300</u>
Index Code:	<u>F160A</u>
Agreement #:	<u></u>
Finance Contact:	<u>Brian Gillis</u>
Phone Number:	<u>395-4858</u>

- 2) Otherwise agencies are to send a check made out to US Treasury to the Financial Management Division, Office of Administration, 725 17<sup>th</sup> Street, NW, Washington, DC 20503 attention Bill Wilde.



**FY2000 RENEWAL FOR CABNET ACCESS FOR CABINET AFFAIRS**

**Between**

**Office of Managment and Budget**

**and**

**The Executive Office of the President/Office of Administration**

Funds should be transferred via the government's On Line Payment and Collection System (OPAC). The Office of Administration's ALC Number is 11-01-0005. Further funding and accounting information required from subscribing agencies is set forth below:

Agency Location Code (ALC): 11-03-0001

Appropriation Code: 1100300

Index No. or Other Info.: F410A

Previous Agreement Number:

Amount: \$2,751.00

Signature/Date: Brian Gillis 10/29/99

Finance Contact: Brian Gillis

Phone Number: 5-4858